

**AUTOMOBILE COMMUTING USE REPORTING FORM**  
(See *Privacy Act Statement, Page 2*)  
**REGULAR EMPLOYEE**

EMPLOYEE

REPORTING PERIOD

OPERATING ADMINISTRATION

SOCIAL SECURITY NUMBER

Total number of round trips per reporting period vehicle was used for \_\_\_\_\_

**CALCULATION OF VALUE OF FRINGE BENEFIT**

Standard DHS Rates: \$3.00 per commuting round trip (Includes value of vehicle and fuel)

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Total Round Trips                      Standard DHS Rate                      Fringe Benefit Amount

SIGNATURE OF PREPARER

DATE

NAME & TITLE OF PREPARER

**RETAIN A COPY FOR YOUR OFFICIAL RECORDS  
FOR THREE YEARS FROM THE DATE OF SUBMISSION**

**PRIVACY ACT STATEMENT  
AUTOMOBILE COMMUTING USE REPORTING FORM**

1. THE AUTHORITY (STATUTE OR EXECUTIVE ORDER) WHICH AUTHORIZED THE SOLICITATION: Title 26 United States Code, Sections 61 and 132.

2. THE PRINCIPAL PURPOSES FOR WHICH INFORMATION IS TO BE USED: The information is added to the employee's gross income and then provided to the Internal Revenue Service for tax purposes.

3. THE ROUTINE USE AS PUBLISHED IN THE FEDERAL REGISTER FOR THE SYSTEM OF RECORDS OF WHICH THIS RECORD IS A PART: The system of records for civilians is DHS/CG 529; the routine use is to report federal withholding tax to the Internal Revenue Service. The system of records for military personnel is DHS/CG 525; the routine use is for W-2 and federal tax reporting to the Internal Revenue Service.

4. WHETHER DISCLOSURE OF SUCH INFORMATION IS MANDATORY AND THE EFFECT ON THE INDIVIDUAL, IF ANY, OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION: Disclosure is mandatory. Title 26 United States Code, Section 7203 states that any person required under this title who willfully fails to supply such information at the time required by law, shall, in addition to other penalties provided by law, be guilty of a misdemeanor, and upon conviction, shall be fined not more than \$25,000 or imprisoned not more than 1 year, or both, together with the costs of prosecution.